



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	II	Intake, Investigation and Response	
Chapter:	C	Initial Response	2-24-97
Subchapter:	3	Unique Client Circumstances	
Issuance:	400	Need for Interpreters and Resources to Overcome Barriers to Investigation	

If, after arrival, the Worker learns that the parent or the child is blind/visually impaired or deaf/hearing impaired, services to address the barriers are quickly arranged. See [CP&P-II-C-3-100](#).

If the parent and/or child are non-English speaking, the Worker arranges for a bilingual Worker to assist him. If no CP&P staff is available, the services of a professional interpreter are obtained.

If payment is required and the interpreter is a “one-time” non-contracted provider, he or she uses the CP&P Form [K-100](#), Client Service Invoice, to bill for rendered services. If the interpreter is a “contracted” provider, he or she submits charges for the services rendered on his or her monthly CP&P [K-100](#), Billing Spreadsheet, to the appropriate Local Office via the [“Secure Billing” process](#).

The CP&P Form [16-76](#), Special Approval Request, must accompany both types of invoices. See [CP&P-II-C-3-300](#).